

# **Kennedy NASA Procedural Requirements**

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**Responsible Office:** Spaceport Integration and Services

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## **NASA Kennedy Space Center Sustainable Environment Management System (SEMS)**

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**National Aeronautics and  
Space Administration**

**John F. Kennedy Space Center**

### Change Log

Date	Revision	Description
8/10/12	A	The KSC Environmental Management System (EMS) is renamed KSC Sustainable Environment Management System (SEMS). Revision A updates all “EMS” references to “SEMS” and removes Appendix C, Referenced Documents.
7/27/15	A-1	Changed Center Operations to Spaceport Integration and Services and changed Medical and Environmental Management Division to Medical and Environmental Services Division.
2/19/16	A-2	Replaced EO 13423, Strengthening Federal Environmental, Energy, and Transportation Management and EO 13514, Federal Leadership in Environmental, Energy, and Economic Performance with EO 13693, Planning for Federal Sustainability in the Next Decade. Replaced SEMS Core Team with SEMS Goal Points-of-Contact/Champions and SEMS Cross Cutting and Tactical Support Team. Additional administrative changes to format and content in accordance with NPR 1400.1, NASA Directives and Charters Procedural Requirements.
7/20/17	B	<ul style="list-style-type: none"> <li>• This revision adds NPD 1380.1 as an Authority Document.</li> <li>• It updates links to the following documents: NPD 8500.1, NPD 1380.1, NPR 8553.1, KNPR 8500.1, KNPR 1470.1, NASA Strategic Sustainability Performance Plan, and KSC-PLN-8553.</li> <li>• It adds second level headers to make the document more readable and to more precisely clarify the purpose of KSC-PLN-8553.</li> <li>• It identifies NPD 1380.1 as the controlling document for the requirements to follow when conveying NASA information.</li> </ul>
7/2/18	B-1	<ul style="list-style-type: none"> <li>• In P.4, updated hyperlink for KSC-DES-0110, Sustainable Environment Management System Representative (SEMSR).</li> <li>• In Section 5.3, changed the word “maintain” to “develop” and document reference to KDP-F-3295.</li> </ul>
3/1/19	B-2	Replaced EO 13693, Planning for Federal Sustainability in the Next Decade with EO 13834, Efficient Federal Operations.

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## **PREFACE**

### **P.1 Purpose**

a. This document describes requirements for Kennedy Space Center's (KSC) Sustainable Environment Management System (SEMS). The KSC Environmental Management System (EMS) is renamed KSC SEMS to increase awareness of the Center's sustainability goals from the KSC Five-Year Sustainability Plan and ensure the continual improvement of sustainability programs and projects. This document presents KSC-specific requirements in conformance with National Aeronautics and Space Administration (NASA) Procedural Requirements ([NPR 8553.1, NASA Environmental Management System](#)), and details the roles and responsibilities of KSC organizations in meeting these requirements.

b. The scope of KSC SEMS addresses all activities, products, and services at KSC associated with the environmental and sustainability elements of [Executive Order \(EO\) 13834](#), Efficient Federal Operations, and over which KSC has control or influence. The KSC SEMS supports the Agency and KSC risk management strategy by providing an integrated, cross-organizational system to identify, prioritize, and manage environmentally driven risks and benefits.

### **P.2 Applicability**

a. This KNPR applies to all KSC NASA funded organizations and operations. This language applies to contractors, recipients of grants, cooperative agreements, or other agreements only to the extent specified or referenced in the applicable contracts, grants, or agreements.

b. In this directive, all mandatory actions (i.e., requirements) are denoted by statements containing the term "shall." The terms "may" or "can" denote discretionary privilege or permission, "should" denotes a good practice and is recommended, but not required, "will" denotes expected outcome, and "are/is" denotes descriptive material.

c. In this directive, all document citations are assumed to be the latest version unless otherwise noted.

### **P.3 Authority**

a. [NASA Policy Directive \(NPD\) 1210.2, NASA Surveys, Audits, and Reviews Policy](#)

b. [NPD 1380.1, Managing Agency Communications](#)

c. [NPD 8500.1, NASA Environmental Management](#)

d. [NPR 8553.1, NASA Environmental Management System](#)

### **P.4 Applicable Documents and Forms**

a. [EO 13834, Efficient Federal Operations](#)

b. [Kennedy NASA Policy Directive \(KNPD\) 8500.1, KSC Environmental Management](#)

- c. [Kennedy NASA Procedural Requirement \(KNPR\) 1470.1, KSC Business Management System Documentation](#)
- d. [KNPR 8500.1, Kennedy Space Center Environmental Requirements](#)
- e. [KSC-PLN-8553, Kennedy Space Center Five-Year Sustainability Plan](#)
- f. [Kennedy Documented Procedure \(KDP\)-KSC-P-8553, Sustainable Environment Management System \(SEMS\) Annual Update Process](#)
- g. [KDP-KSC-P-3293, Sustainable Environment Management System \(SEMS\) Internal Audit Scheduling and Performance Plan](#)
- h. [KDP-P-1747, Internal Environmental Monitoring and Compliance Inspections](#)
- i. [KSC Metric-3712, NASA KSC Sustainable Environment Management System Scorecard](#)
- j. [KSC-DES-0110, Sustainable Environment Management System Representative \(SEMSR\)](#)

**P.5 Measurement/Verification**

None

**P.6 Cancellation**

This revision cancels KNPR 8553.1, Rev. B-1, NASA Kennedy Space Center Sustainable Environment Management System (SEMS).

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## Chapter 1. General Requirements, Roles, and Responsibilities

### 1.1 General Requirements

1.1.1 Annually, elements of the SEMS shall be assessed, updated as needed, and the results of the assessment reviewed by Center management. (See Chapter 6, Management Review and Declaration of Conformance, for details).

1.1.2 The KSC SEMS Model is illustrated below (Figure 1).

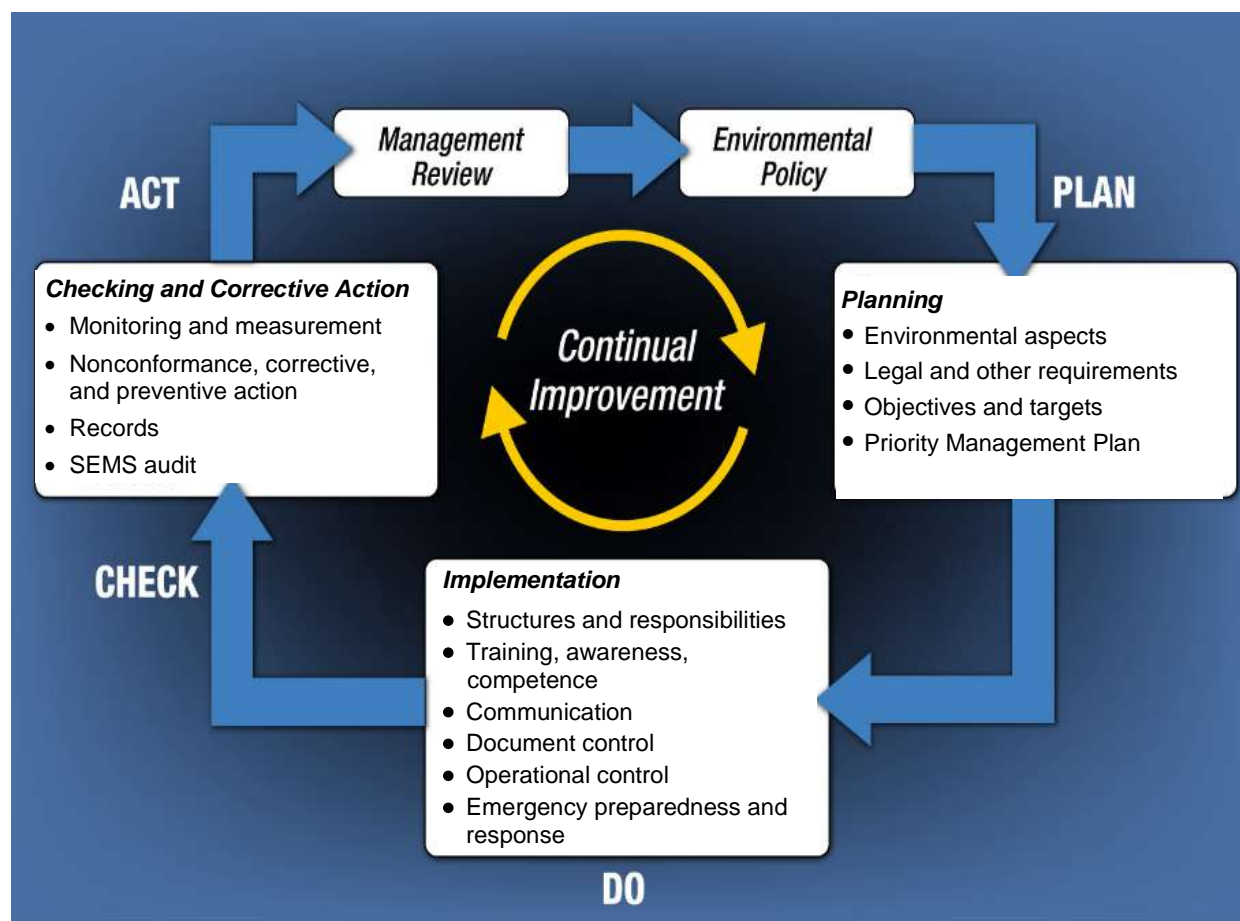


Figure 1  
KSC SEMS Model

### 1.2 Roles and Responsibilities

1.2.1 The Center Director shall:

- a. Implement NASA environmental policy and requirements and communicate KSC environmental policy to the KSC workforce.
- b. Ensure KSC environmental policy:
  - 1) Is appropriate to the nature, scale, and environmental impacts of Center activities, products, and services.

- 2) Provides a framework for setting and reviewing environmental objectives and targets.
- 3) Addresses a commitment to sustainability, continual improvement, prevention of pollution, and compliance with applicable legal and other requirements to which the Center subscribes.
- 4) Is documented, maintained, and made available to the public.
- c. Provide commitment and leadership support of KSC's SEMS.
- d. Define the scope of KSC's SEMS.
- e. Define, document, and communicate the roles, responsibilities, and authorities to facilitate an effective KSC SEMS.
- f. Assign roles and responsibilities to the Center SEMS Representative (SEMSR) and provide the authority needed for the SEMSR to implement and maintain KSC's SEMS.
- g. Allocate resources for effective operation and maintenance of KSC's SEMS.
- h. Periodically review the SEMS for status and viability (Chapter 6, Management Review and Declaration of Conformance).
- i. Report to NASA Headquarters (HQ) Environmental Management Division (EMD) on SEMS progress and metrics.
- j. Submit a Declaration of Conformance of KSC's SEMS to NASA HQ EMD.

1.2.2 Center management shall:

- a. Communicate environmental policy and requirements.
- b. Determine the applicability of KSC's SEMS to its contractors, tenants, and concessionaires to satisfy KSC's SEMS related requirements in [EO 13834](#) subject to the limitations of such contracts and agreements.
- c. Ensure applicable SEMS requirements are incorporated into contracts, and agreements no later than the next contract competition.
- d. Determine the applicability of KSC's SEMS elements in procurements to satisfy SEMS related requirements in [EO 13834](#), and include these requirements in contract scope.
- e. Utilize the SEMS to address environmental and sustainability aspects of their organization's activities, products, and services.
- f. Annually assess the environmental and sustainability aspects associated with their organizational activities (Chapter 3, Planning).
- g. Provide personnel, as requested by the Center SEMSR, to participate as a SEMS Steering Committee member, SEMS Goal Point-of-Contact (POC)/Goal Champion, or SEMS Cross Cutting and/or Tactical Support Team member as appropriate.

h. Support the Center SEMSR in communicating SEMS performance for their organizational activities, including senior management reviews.

i. Ensure employees receive required SEMS training.

j. Provide recognition for personnel supporting KSC's SEMS.

1.2.3 Spaceport Integration and Services Environmental Management Branch (EMB) shall:

a. Implement and maintain KSC's SEMS, including internal audits, and report SEMS performance to KSC senior management and the NASA HQ EMD.

b. Incorporate SEMS requirements into KSC environmental policy and requirements documents.

c. Provide the Center SEMSR and Center resources for SEMS discipline expertise, training, and personnel development.

d. Serve as the Center interface with the NASA HQ EMD.

e. Facilitate integration of the SEMS into KSC systems, organizational management, and activities.

f. Routinely assess SEMS requirements and performance measures, and provide guidance to Center management on improvements.

1.2.4 The Center SEMSR shall:

a. Manage KSC's SEMS.

b. Coordinate high- and medium-priority aspects and associated objectives and schedules with the appropriate KSC community.

c. Recommend SEMS improvements to senior management.

d. Serve as the KSC POC for the NASA HQ EMD EMS management reviews.

e. Lead a Center SEMS team consisting of representatives from organizations whose activities, products, or services have a significant environmental impact or organizations that have significant support roles.

f. Identify and request resources needed for KSC's SEMS.

1.2.5 KSC employees shall:

a. Become familiar with and comply with KSC environmental policy and support KSC's SEMS.

b. Complete required SEMS training.



- c. Maintain awareness of unsound environmental practices and situations in their workplace, report these to their supervisor, and take corrective action as appropriate.
- d. Understand how their work activities impact or benefit the environment and consider what they can do to minimize that impact or realize the benefit.
- e. Maintain competence in the operational controls of those areas that can have an environmental impact.
- f. Participate in SEMS teams as required.

1.2.6 KSC contractors, tenants, and concessionaires shall:

- a. Support KSC's SEMS and activities associated with KSC's high-priority environmental aspects.
- b. Implement a SEMS when required in contracts or agreements.

1.2.7 KSC SEMS Steering Committee Team members shall:

- a. Participate in annual SEMS reviews (Chapter 3, Planning).
- b. Approve Center high-priority aspects and associated objectives, schedules, and priority management plans.
- c. Participate in management reviews (Chapter 6, Management Review and Declaration of Conformance) for high-priority aspects associated with their organizational or functional areas.
- d. Participate in internal and external audits as determined by the Center SEMSR.

1.2.8 KSC SEMS Goal POC/Goal Champions, or SEMS Cross Cutting and Tactical Support Team members shall:

- a. Participate in annual SEMS reviews (Chapter 3, Planning).
- b. As part of the annual SEMS review process, recommend Center high-priority aspects and associated objectives, targets, and priority management plans associated with their organizational or functional areas.
- c. Participate in internal and external audits as determined by the Center SEMSR.

## **Chapter 2. Environmental Policy**

### **2.1 General Requirements**

The Medical and Environmental Services Division shall establish and maintain an environmental policy that describes KSC's overall environmental goals.

### **2.2 Policy Accessibility**

KSC Environmental Policy is contained in [KNPD 8500.1](#). Public and NASA community access to the policy is available via KSC's external Web site.

## Chapter 3. Planning

### 3.1 General Requirements

The KSC EMB shall initiate and manage the SEMS annual review, calling meetings of the SEMS Steering Committee, SEMS Goal POC/Goal Champions, and SEMS Cross Cutting and Tactical Support Teams as required by [KDP-KSC-P-8553](#).

### 3.2 Sustainable Environment Management System Annual Review

#### 3.2.1 The SEMS annual review shall include:

- a. Checking a list of previously identified environmental aspects of all KSC activities, products, and services to see if modifications are needed for any item on the list.
- b. Identification of potential environmental impacts and benefits of new aspects.
- c. Evaluating the impacts and benefits of each aspect by using a 5x5 risk-based matrix approach to help identify high-priority aspects.
- d. Evaluating existing management and operational controls for high-priority aspects.
- e. Creating objectives and targets for the high-priority aspects.
- f. Development of Priority Management Plans (PMPs) necessary to manage the risk or realize the benefits from the high-priority aspects.
- g. Creation of objectives, targets, and PMPs for low- and medium-priority aspects when required to manage risk or address other Federal or Agency goals and commitments.
- h. Documentation for rationale used if the determination is made that a high-priority environmental aspect cannot be addressed with one or more objectives and targets due to technical infeasibility or unreasonable cost.

### 3.3 Sustainable Environment Management System Objectives and Targets

The SEMS Steering Committee, SEMS Goal POC/Goal Champions, and SEMS Cross Cutting and Tactical Support Teams shall establish, implement, and maintain PMPs for achieving objectives and targets.

### 3.4 Sustainable Environment Management System Representative

The SEMSR shall ensure that each PMP includes:

- a. A designated PMP leader responsible for implementing tasks, tracking progress of objectives and schedules, and providing quarterly status updates to the SEMSR.
- b. Tasks and actions to be completed to meet the objectives and targets.
- c. Required resources, technical and financial, to implement the PMP.

d. Timeframes in which the objectives and targets are to be met.

### 3.5 Priority Management Plan Leader

3.5.1 The PMP leader shall update and document aspect changes in objectives, targets, or other elements, and maintain records in KSC's [Environmental SharePoint site](#).

3.5.2 The PMP leader shall communicate changes to the SEMSR who then communicates to the affected KSC community and to KSC senior management at management reviews (Chapter 6, Management Review and Declaration of Conformance).

### 3.6 Environmental Management Branch

3.6.1 The EMB shall consider legal and other requirements in establishing, implementing, and maintaining KSC's SEMS.

3.6.2 The EMB shall develop procedures to identify applicable state, local, facility-specific, and permit-driven legal environmental requirements, and proposed changes to existing legal environmental requirements.

### 3.7 Medical and Environmental Services Division

3.7.1 The Medical and Environmental Services Division shall maintain [KNPR 8500.1](#) to document and communicate KSC environmental requirements, including applicable Federal, state, and local requirements, to all KSC civil service and contract employees.

3.7.2 The Medical and Environmental Services Division shall maintain the Kennedy Space Center Five-Year Sustainability Plan, [KSC-PLN-8553](#), to show the strategies and actions that will guide the Center in meeting its sustainability goals

### 3.8 Other Kennedy Space Center and Contractor Organizations

All other NASA KSC and contractor organizations shall support the PMP leader to accomplish the objectives and schedules using the appropriate resources within their organization.

## Chapter 4. Implementation and Operation

### 4.1 General Requirements

Employees and contractors engaged in activities associated with or having an impact on environmental or sustainability aspects or compliance requirements shall receive appropriate environmental training as determined by their supervisors.

### 4.2 Sustainable Environment Management System Awareness Training

4.2.1 The EMB shall provide SEMS awareness training for all KSC civil service personnel.

4.2.2 SEMS awareness training shall address:

- a. Awareness of both adverse and beneficial environmental impacts associated with the high-priority environmental aspects of employee work and the benefits of improved environmental performance.
- b. Requirements of KSC's SEMS applicable to employee work, including environmental policy and associated processes, and consequences associated with deviations from these requirements.
- c. Employee roles and responsibilities to conform to the SEMS requirements.
- d. Requirements for relevant training for contractor personnel shall be specified in contract documents and include sufficient recordkeeping to document training needs and compliance.

### 4.3 Communication

When conveying NASA information to internal or external target audiences, NASA and NASA funded organizations shall comply with NPD 1380.1.

### 4.4 Documentation

The EMB shall maintain SEMS KNPRs, processes, and forms in the KSC Business Management System Documentation in accordance with [KNPR 1470.1](#).

### 4.5 Control of Documents

Documents are available to the KSC community in KSC's TechDoc system and from KSC's [Environmental SharePoint site](#). SEMS records not maintained in TechDoc are maintained in KSC's [Environmental SharePoint site](#).

### 4.6 Operational Control

The SEMSR shall ensure all SEMS documentation is reviewed annually in accordance with [KNPR 1470.1](#).

#### 4.7 Emergency Preparedness and Response

The Protective Services Office shall ensure that KSC's emergency preparedness and response procedures address incidents with potential adverse environmental impacts.

## Chapter 5. Checking and Corrective Action

### 5.1 Monitoring and Measurement

5.1.1 The EMB shall report KSC's annual performance of its SEMS to the NASA HQ EMD in accordance with Agency requirements.

5.1.2 The KSC EMB shall maintain [KSC Metric-3712](#) quarterly to track the progress being made on KSC's high-priority aspects.

### 5.2 Evaluation of Compliance

To assess KSC's compliance with legal and other requirements, the Environmental Assurance Branch (EAB) shall conduct compliance inspections of NASA and contractor operations in accordance with [KDP-P-1747](#).

### 5.3 Nonconformance, Corrective, and Preventive Action

The EMB shall develop nonconformance, corrective, and preventive actions in accordance with [KDP-F-3295](#).

### 5.4 Records Control

5.4.1 The EMB shall maintain audit reports and corrective action records for internal SEMS audits of KSC organizations, contractors, tenants, and concessionaires.

5.4.2 The EAB shall maintain inspection reports and records of corrective action results for compliance inspections of NASA and contractor operations.

### 5.5 Sustainable Environment Management System Internal Audits

5.5.1 The EMB shall ensure that compliance evaluations addressing all environmental and SEMS requirements are completed every three years through internal inspections and the external NASA HQ EMD Environmental and Energy/Water Functional Reviews (EEFRs) of KSC.

5.5.2 In order to assess KSC's compliance with [NPR 8553.1](#) the EMB, with support from the KSC Integration Office, shall conduct internal SEMS audits of KSC organizations, contractors, tenants, and concessionaires every three years in accordance with [KDP-KSC-P-3293](#).

## **Chapter 6. Management Review and Declaration of Conformance**

### **6.1 General Requirements**

The SEMSR shall brief senior management on the SEMS performance at KSC management councils, boards, staff meetings, or other forums as appropriate.

### **6.2 Management Review**

6.2.1 Senior management reviews shall include assessment of opportunities for improvement and need for change, including environmental policy, environmental priorities, and goals.

6.2.2 Senior management reviews shall include the following inputs for this assessment:

- a. Internal and external audit results.
- b. Environmental compliance evaluations.
- c. Communications from external interested parties.
- d. Center environmental performance, including progress on goals, objectives, and targets.
- e. Status of corrective and preventive actions.
- f. Followup actions from previous management reviews.
- g. Changing circumstances, physically and in requirements.
- h. Recommendations for improvement.

### **6.3 Declaration of Conformance**

For Declaration of Conformance, the following shall be met:

- a. The SEMS shall be audited by a qualified third party outside the control or scope of the SEMS. KSC uses the NASA HQ EMD EEFR and Management Review, conducted once every three years, to satisfy this requirement.
- b. The audit findings shall be reviewed by appropriate Center management. This requirement is satisfied through annual senior management reviews.
- c. The Center Director shall issue a letter to the NASA HQ Assistant Administrator, Office of Strategic Infrastructure, declaring conformance every three years.
- d. The Declaration of Conformance shall be renewed every three years in conjunction with the requirement for an audit by a qualified party outside the control or scope of KSC's SEMS and in conjunction with KSC's annual senior management review.



## APPENDIX A. Definitions

**Annual SEMS Review** - A review of a Center SEMS following International Organization for Standards (ISO) 14001 EMS audit principles and techniques.

**Competence** - A demonstrated ability to apply knowledge and skills (training, education, and experience) defined by the organization as appropriate for all personnel whose work may be associated with an environmental aspect or who are designated as internal auditors.

**Continual Improvement** - The recurring process of enhancing the SEMS to achieve improvements in overall environmental performance in line with NASA's environmental policy and the NASA Vision and Mission.

**Declaration of Conformance** - An assessment by the senior manager accountable for implementing the SEMS that declares the Center has conformed to requirement instructions in [EO 13834](#). The responsible manager ensures the assessment includes results of a formal SEMS audit by a qualified party outside the SEMS control or scope.

**Environmental Aspects** - Elements of NASA's activities, products, or services that can interact with the environment and over which NASA has control and can manage.

**Environmental Compliance Evaluation** - A systematic, documented, and periodic verification process for objectively obtaining and evaluating evidence to review operations and practices related to meeting environmental regulatory requirements and communicating the results of this process to management. The compliance portion of EEFs and Center reviews of compliance are forms of environmental compliance evaluation.

**Environmental and Energy/Water Functional Reviews** - A functional assessment, led by the NASA HQ EMD, of environmental management, compliance, and related activities at a NASA Center. EEFs are conducted in accordance with [NPD 1210.2](#), NASA Surveys, Audits, and Reviews Policy, and are a form of Survey, Audit, and Review as defined therein.

**Environmental Impact or Benefit** - Any change to the environment, whether adverse or beneficial, wholly or partially resulting from NASA's activities (past, present, or future), products, or services. Environmental impacts and benefits are changed by the management of environmental aspects. Environmental impacts and benefits may occur as a result of normal, abnormal, or emergency situations.

**Environmental Objective** - An overall environmental goal arising from environmental policy NASA has set to achieve and is quantified where practicable.

**Environmental Target** - Detailed performance requirement, quantified where practicable and applicable to NASA, that arises from the environmental objectives and that needs to be set and met in order to achieve those objectives.

**Legal and Other Requirements** - Requirements NASA, or a Center, is regulated to or has committed to meeting. Legal requirements include Federal, state, and local laws, regulations, or policies to which NASA is subject under Federal law, Office of Management and Budget circulars, EOs, enforceable Agency agreements, contractual obligations, and international obligations. Other requirements include internal standards, Agency agreements, Presidential initiatives, industry codes or practice, and nonregulatory guidelines.

**Noncompliance** - A failure to meet applicable legal or other requirement.

**Nonconformance** - A failure to meet a NASA KSC SEMS-specified requirement.

**Operational Controls** - Measures taken to accomplish the following: manage environmental aspects, mitigate adverse environmental impacts or secure beneficial environmental impacts, and manage NASA environmental and compliance activities. These may include training, certification, communication, procedures and practices, monitoring and measurement activities, and installation and operation of physical structures or equipment.

**Priority Management Plan** - Implementation plan containing activities, tasks, resources, responsible individuals and organizations, and timeframes for achieving objectives and targets established for a high-priority aspect.

**Sustainable Environment Management System** - A system that follows ISO 14001 principles which incorporates people, procedures, resources, responsibilities, and work practices in a formal structure to address the development, implementation, achievement, and review of the environmental policy.

**SEMS Audit** - A systematic, documented, and periodic verification process for objectively obtaining and evaluating evidence to determine whether an organization is conforming to its SEMS and for communicating the results of this process to management. The environmental management portion of EEFRs and Center internal annual reviews are forms of SEMS audits. The results of the environmental management portion of an EEFR can be used to support a Declaration of Conformance.

**SEMS Cross Cutting and Tactical Support Team** - Personnel representing a cross section of applicable organizations assisting with implementation and continual improvement of the Center SEMS, with roles and responsibilities defined by Center management. The team supports the SEMS Steering Committee and SEMS Goal POC/Goal Champions to implement NASA and KSC environmental policy, [NPR 8553.1](#), and sustainable practices.

**SEMS Goal POC/Goal Champions** – Each sustainability goal has a goal POC at KSC and Champions who support initiatives pertaining to that goal. The POC collects and reports data for the KSC Sustainability Scorecard and, in coordination with the Champions, establishes KSC goal success criteria.

**SEMS Representative** - The NASA KSC individual who manages the SEMS and is responsible for reporting to Senior Management and NASA HQ EMD on SEMS performance and the results of audits and management reviews. The SEMS Representative is designated by the Center Director (reference [KSC-DES-0110](#)). The KSC SEMS Representative is equal to the Agency EMS Representative as defined in [NPR 8553.1, NASA Environmental Management System](#).

**SEMS Steering Committee Team** - Personnel who participate in the SEMS annual review to approve high-priority aspects and associated objectives, targets, and management programs. The team consists of EMB and EAB Chiefs and Team Leads, KSC Energy Manager, and managerial personnel in organizational or functional areas where environmental aspects are identified.

## **APPENDIX B. Acronyms**

EAB	Environmental Assurance Branch
EEFR	Environmental and Energy/Water Functional Reviews
EMB	Environmental Management Branch
EMD	Environmental Management Division
EMS	Environment Management System
EO	Executive Order
HQ	Headquarters
ISO	International Organization for Standards
KDP	Kennedy Documented Procedures
KNPD	Kennedy NASA Policy Directive
KNPR	Kennedy NASA Procedural Requirements
KSC	Kennedy Space Center
NASA	National Aeronautics and Space Administration
NPB	NASA Policy Directives
NPR	NASA Procedural Requirements
POC	Point of Contact
PMP	Priority Management Plan
SEMS	Sustainable Environment Management System
SEMSR	SEMS Representative
TechDoc	KSC's Electronic Document Management System